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11 June 1971

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 23
                                 7 - 11 June 1971

      1. We are now close to filling our quota for the National
Interdepartmental Seminar (12 - 30 July). O/DDS enrolled
25X1A9a   two people this week: [   ] OTR, and [   ] OL. 25X1A9a
This brings our total to six (three DDP and one DDI).

25X1A9a

      2. [   ] Special Assistant to the Director of
ORD, met with ISS representatives on 9 June for the purpose
of presenting a final run-down on the special contract course,
Intelligence Engineering Systems Analysis, which ended on
7 May. This pilot course, a creation of Mr. [   ] with   25X1A9a
the strong backing of [   ], was coordinated by ORD,   25X1A9a
under OTR's aegis, and the outside contractor was [   ] 25X1A5a1
25X1A5a1   [   ] The course was unique in that it attempted to
bring together a diverse group of technological and technical
specialists, all Agency staffers, but with expertise ranging from
chemistry to electrical engineering to optics to physics. The
objective was to develop a "commonality" of language used, mathe-
matical modelling, and foster subsystems within the components
in the R&D/E Agency community. Twelve one-day sessions were
held; paced at one month intervals. Thirty-three were originally
enrolled representing the following offices: OC, NPIC, FMSAC,
ORD, OEL, OSI, OCS, TSD, and OSP. Cost was $11,520. DDS&T
funded the entire course with administrative support from OTR.
25X1A   [   ] felt the course was a success and although it had
"bugs" and there is still much to be accomplished, he has
recommended to the DD/S&T that the contract with [   ] 25X1A5a1
25X1A5a1   [   ] be renewed and a second course be conducted beginning
in September 1971. He is preparing a detailed report for the
DD/S&T and the DTR.

      3. The Director of CSC's Bureau of Training, Ken Mulligan,
has written the Director of Personnel announcing a Second

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Excluded from automatic
downgrading and
declassification
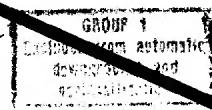
the Federal Executive Institute in Charlottesville from 18 to
24 July. Mr.[   ], CS Personnel   25X1A9a
Staff, as OP's nominee. Tuition is $250.

25X1A9a   4. [   ] received a CSC Career Education
Award and attended Stanford University from September 1969
to June 1970. He returned to Headquarters in July 1970 and
went on LWOP in September 1970 to continue his education at
Stanford. The cost of his training was $9,357.80. It was charged
to the OTR budget for external training. Mr.[   ] is now   25X1A9a
resigning. According to [   ] Senior Training   25X1A9a
Officer, DDS&T, O/DDS&T has no position for [   ] to   25X1A9a
return to -- it appears that O/DDS&T is going to request a waiver
for the total amount of money owed under the Training Agreement.

5. OTR just received the quota allocations for FY 1972
Defense Intelligence School training. With the exception of the
Information Science in Support of Warning and Estimates Course
which has been cancelled, we received all the spaces requested
and then some! Additional spaces were received for the Information
Science in Support of Intelligence Functions and the Survey of
Intelligence Information Systems. We requested eight and nine
spaces respectively but received 18 and 24.

Two DIS course titles have been changed. The Intelligence
Analyst Course is now called Civilian Intelligence Analysts
Introductory Course, and the Intelligence Officers' Analyst Course
was changed to Defense Intelligence Officers' Introductory Course.
The student selection criteria for CIAIC, DIOIC, Joint Intelligence
Operations, and Information Science Functions have been clarified
and tightened. The Defense Intelligence Operations Course has
been shortened one week to 21 weeks. The ISC Functions Course
will be 12 weeks instead of 13. Project [   ] has been   25X1A2g
shortened from two days to one. The first two courses shceduled
for FY 72 are the Joint Intelligence Orientation Course starting
6 July and the Civilian Intelligence Analyst Introductory Course
starting 7 July. The Joint Intelligence Orientation is designed to
provide active duty military and career civilians with an appreciation of
joint intelligence, its primary purpose, major functions and the
application of the components of strategic intelligence to the study
of the major world areas. The Civilian Intelligence Analysts
Introductory Course is designed to provide DOD civilians, who are
hired as entry level civilian intelligence analysts, with an under-
standing of fundamental intelligence functions and research techniques
and orientation to the intelligence community with specialized work-
shops for analysts in special areas of interest. We will inform all
Directorates of these DIS offerings and changes.

6. External language training cases in process:

25X1A9a

25X1A9a   a. [   ] for Korean Language training

25X1C4a   [   ] estimated cost of the training is $5,700.

25X1A9a   b. [   ], AF, for training in Swahili

25X1C4a   [   ] and is preparing for assign-

25X1A6a   ment to [   ] Cost: $3,100.

25X1C4a

d. Informal arrangements have been made -- at the   25X1A
request of EUR -- for tutorial training [   ] in
September. The subject, [   ], 25X1C4a
was tested at an intermediate level two years ago and needs
refresher training for two - three months.

25X1A9a

8. We continue to receive occasional calls for information on
"Effective Listening" courses but not enough to warrant setting up
an in-house course under our contract with U.S.D.A. Graduate
School.

9. Requests have been received for recommendations on
external Reading Improvement Courses. These requests are from
Agency personnel who, for whatever reason, cannot use the "in-house"
courses. We still suggest [   ]

25X1A5a1

etc., produce good results, albeit not in as fancy a package.   25X1A5a1

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10.   This week showed an increase in [   ]   25X1A9a
counseling activities. Sessions were devoted to giving advice
to the CS in the procedures for a foreign national to follow in
applying to U. S. Graduate Schools; to assisting parents in
handling late applications, and to guiding parents in their initial
search for appropriate colleges for their dependents. Many of
the callers apologized for asking for personal help because they
were not aware that this service was officially available to them.

25X1C4a

25X1A   12.   [   ] saw the film "Refiners Fire" at a
training course and has asked that the Agency purchase a copy
for the use of the Support School. This prize-winning film is the
25X1A9a   [   ]
men while they were seniors in High School.

25X1A9a
            13.   [   ] provided the LS Library with information
garnered from PSD and the main library catalog section concerning
the manufacture of library cards for the backlog of books.

            14.   The OTR Library received as gifts:

                a. The Colliers Encyclopedia, 1964 ed. 24 vols. from
the CIA Library.

                b. 75 books on International Politics, mostly Soviet,
from SIWA/WAF.

                c. 10 books on Latin Ameria, mostly Cuba, from the
DDTR.

            15.   The quarterly account of books purchased for OTR,
February - April 1971, was $4,128.38.

25X1A9a

16. On 1 June [   ] attended a
meeting of the Education and Training Subcommittee, Intelligence
Information Handling Committee, USIB, at the invitation of [   ]   25X1A

25X1A9a

[   ] OTR's representative on the Subcommittee. The meeting
was held at the Computer Sciences Corporation (CSC), Silver
Spring, Maryland, Dr. John O'Toole, Jr., Director and General
Manager of Computer Sciences Institute (CSI), Los Angeles, (a
division of Computer Sciences Corporation), spoke on "The
Structured Learning Technique." Among the organizations CSI
has developed courses for are the U.S. Army Materiel Command
and American Telephone and Telegraph. CSI uses the systems
approach in the development of courses, whether they are to be
taught by individualized, programmed instruction or by group-
paced, classroom instruction. For the classroom instruction
CSI has developed a man-machine teaching technique. An instructor
conducts the course according to a pre-planned outline in a multi-
media classroom; he operates slide projectors, film projectors,
and other visual aids from a lectern. Each student's desk is
equipped with an individual response unit, so that the students can
respond to the instruction as it is presented and the results of
their responses are displayed on the lectern to the instructor. He
can then determine whether to amplify a point or proceed to
another. In addition to the permanently equipped multi-media
classroom, CSI also offers a portable system; Don has requested
additional information on cost and specifications.

25X1A9a

17. [   ] is inviting School representatives to sit in
on the 14 June presentations by the bidding firms for the sound

25X1A6d

system contract at [   ]
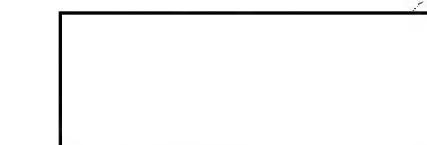
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Chief
Instructional Support Staff